Guideline Series

Social Customs and Traditions of the Sea Services

NAVAL SERVICES FAMILYLINE

A Mentoring LifeLine Since 1965

Naval Services FamilyLine

Our mission is to empower our sea service families to meet the challenges of a military lifestyle with information, resources, and mentoring.

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Naval Services FamilyLine is a volunteer, non-profit organization founded in 1965 by Navy wives who recognized the value of an engaged and informed Navy family. Their aim was to provide resources and mentoring to increase every spouse's understanding of the Navy's mission. These Navy wives had the foresight to see the need for spouse and family support and they provided the groundwork for what has developed into a relied upon worldwide information and support network.

Formerly known as the Navy Wifeline Association, the Naval Services FamilyLine name was adopted in September 1999 to reflect the changing face of today's sea services.

The founding spouses established an office at the Washington Navy Yard and published a quarterly newspaper, providing information and assistance to spouses who were moving overseas. Today, utilizing a variety of methods and resources, the organization provides information and spouse mentorship on topics as widely varying as emergency preparedness to naval customs and traditions. From convenient printed publications to week long courses for the spouses of active duty leadership, their goal is a successful Navy family.

With the support of Navy leadership world-wide, along with financial backing from the Navy League, spouse clubs, Navy family advocates, corporations, and dedicated individuals, Naval Services FamilyLine has continued to grow and flourish.

FamilyLine is a non-profit 501 (c) (3) organization.

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Social Customs and Traditions of the Sea Services

WELCOME ABOARD!

This book has been written as a guide to social customs and traditions that are distinct to the sea services. It also contains information on the etiquette of everyday social life as it is generally observed today. We've tried to answer some of the "whys" as well as some of the "whats" so that you will be comfortable in a variety of social and military situations and be able to adapt to the variations of these customs. The particular customs and traditions discussed here are especially important because of the nature of sea service careers.

As part of the sea service community, your life will hold many rewarding experiences for you. Some will challenge all your abilities; and some, your sense of humor. You will find that you become as close to military friends as you are to your own family.

You will most likely be making your home in many places, including foreign countries, and will want to have some idea of what to do and what to expect. The social customs of the other uniformed services (and some foreign nations) are similar to our own Navy customs. So wherever you go, you will find military friends and a way of life with which you are familiar. If some things are different, or you are living in a foreign country, once you have your "sea legs," you will easily adapt.

While rules of etiquette are important to follow, always keep in mind that no rules will replace a warm heart, a friendly smile, and the sincere desire to share in the fellowship and camaraderie of the sea services.

Sea service traditions and customs have changed over the years and vary from time to time and from place to place. You will not find every custom and tradition described in this book practiced in exactly the same way at every duty station or within every command. However, in one form or another, they are widely prevalent. We hope the information provided in this booklet will be helpful to you during your association with the military—and as you go through life.

"I can imagine no more rewarding a career. And any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction: 'I served in the United States Navy.'"
President John F. Kennedy, 1 August 1963

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SEA SERVICE ETIQUETTE

SHIPBOARD ETIQUETTE

Navy families will have opportunities to go aboard ships during their service member's active duty life. Always remember that it is a privilege to be invited. Whether your opportunities to visit the ship or unit are many or few, we hope you enjoy them all, for they are a very special part of your military life.

Going Aboard Ship

When boarding a ship from the pier, you will use a walkway called a brow. Sometimes a ship is anchored offshore, in which case you will come aboard from a small boat via an accommodation ladder. For safety reasons, it is suggested that the spouse precede the service member up and follow him/her down. When you step aboard the ship, you may face the flag and pause, then quickly move aside so the next person may board.

When you accept an invitation to go aboard, be prompt and considerate of those for whom the ship is "home." One should never go aboard for any occasion without an invitation. This is true even when the ship is returning from a long cruise.

Piping Over the Side

A dignitary boarding or leaving a ship on an official visit passes through a line of sailors called sideboys accompanied by the shrill whistle of the boatswain's (bosun's) pipe. Years ago, the sideboys hoisted the dignitary aboard ship by pulling the line connected to the bosun's chair in which he sat. Since senior officers tended to be heavier, more sideboys were needed to lift a senior admiral "over the side"of the ship. Hence, today, the higher the rank of the visitor, the greater the number of sideboys.

What to Wear Aboard Ship

Give careful thought to dressing for an invitation to go on board. You will be doing a lot of walking as you tour the ship and will be going up and down ladders. Low-heeled shoes are recommended, even for changes of command and receptions. Rubber-soled shoes would also be appropriate. Dresses and skirts are not recommended.

For an informal visit or a cruise, you may wear pants or nice walking shorts. Short shorts, halter tops, and flip-flops are never appropriate. There can be a wide variation in temperatures between the decks and enclosed spaces, so you may want to bring an extra sweater or jacket. Since it is helpful for hands to be as free as possible for climbing up and down ladders, etc., it is wise for a female guest to carry a purse with a shoulder strap.

Visiting Your Spouse On Board Ship

The ship is not only the workplace of the whole crew, but it is also the home of the crew members. On occasion, however, you may be invited to visit the ship for dinner when your spouse has duty.

- It is important to arrive on time.
- After dinner, there may be a movie to which you will be invited.
- Since the guest of one member is considered the guest of all, exercise your visiting privileges seldom rather than often. You will then be warmly welcomed.

Family Day Cruises

Sometimes ships schedule cruises for family members called Family Day cruises. They are usually scheduled prior to a deployment, but can be held at any time.

Families of the crew are invited for a day of steaming off the coast. Age requirements will be provided by the command. The ship may go through some of her operating procedures to give you an idea of what life on board is like. Families get to see where their spouse or parent works, eats, sleeps, and relaxes. It's all noisier, more crowded, and more impressive than you could have imagined. For these reasons, and because it's fun and interesting, try to attend.

Sailors are good hosts and the cruise will be well organized. You will be informed of what you can and cannot do and where you can and cannot go. Due to safety precautions, some areas may be "off limits." You should always have a military escort when on board. Feel free to ask any questions you wish. The main purpose of the cruise is to learn about the ship and your spouse's or parent's life on board.

FLAG ETIQUETTE

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the armed forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with the right hand over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes. During honor ceremonies, respect is shown to flags of other countries with a salute by those in uniform. All others should stand at attention.

Colors and Retreat

When driving a car on a military installation and "Colors" or "Retreat" (when the national flag is hoisted at eight o'clock in the morning or lowered at sunset, respectively) is sounded, stop the car and wait until the ceremony has been completed. If walking, stop, turn towards the flag and stand at attention with your right hand over your heart. All persons in uniform, stop walking, turn towards the flag and render the military salute.

PLEDGE OF ALLEGIANCE TO THE FLAG

"I pledge allegiance to the Flag of the United States of America,
and to the Republic for which it stands, one Nation under God,
indivisible, with liberty and justice for all."

The Pledge of Allegiance should be rendered by standing at attention facing the flag with your right hand over your heart. When not in uniform, men should remove their hat with their right hand and hold it at the left shoulder, the right hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

NATIONAL ANTHEM ETIQUETTE

When the flag is displayed during the playing of the Star-Spangled Banner, all present except those in uniform should stand at attention facing the flag with their right hand over the heart. Men not in uniform should remove their hat with their right hand and hold it at the left shoulder, the right hand being over the heart. Persons in uniform stand at attention and render the military salute at the first note of the anthem and hold their salute until the last note is played.

When the flag is not displayed, those present should face the music and act in the same manner they would if the flag were displayed. The same marks of respect prescribed during the playing of the national anthem should be shown during the playing of a foreign national anthem.

The Star-Spangled Banner

O say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight
O'er the ramparts we watch'd were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there,
O say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

SERVICE SONG ETIQUETTE

It is customary for the service member to stand when his/her service song is played. Family members may also rise. On some occasions, all service members may stand during the playing of all service songs. Take your cue from those around you.

The service songs are:

Army—*The Army Goes Rolling Along*
Marine Corps—*Marines' Hymn*
Navy—*Anchors Aweigh*
Air Force—*The U.S. Air Force*
Coast Guard—*Semper Paratus*

It is a good idea to familiarize yourself with Anchors Aweigh and the Navy Hymn, as they will be often sung at various events.

ANCHORS AWEIGH

"Anchors Aweigh" is often misspelled as "Anchors Away" and misunderstood to mean "drop anchor." The word "weigh" in this sense comes from the archaic word meaning to heave, hoist or raise. "Aweigh" means that the action has been completed. The phrase "anchor's aweigh" is a report that the anchor is clear of the sea bottom and, therefore, the ship is officially underway.

In 1906, Lieutenant Zimmerman, the Naval Academy Bandmaster, and Midshipman First Class Alfred Hart Miles set out to create "a piece of music that would be inspiring, one with a swing to it so it could be used as a football marching song, and one that would live forever."

Lieutenant Zimmermann composed the music and Midshipman Miles set the title and wrote the two first stanzas in November 1906. This march was played by the band and sung by the brigade at the 1906 Army-Navy football game later that month, and for the first time in several seasons, Navy won. This march, "Anchors Aweigh," was dedicated to the Academy Class of 1907 and adopted as the official song of the U.S. Navy.

The original lyrics were written by Midshipman Alfred H. Miles in 1906. Verse 3 was added by George D. Lottman in 1926.

Stand Navy down the field
Sails set to the sky
We'll never change our course
So Army you steer shy-y-y-y
Roll up the score, Navy
Anchors Aweigh

Sail Navy down the field
And sink the Army, sink the Army grey!
Get under way, Navy
Decks cleared for the fray
We'll hoist true Navy Blue
So Army down your grey-y-y-y
Full speed ahead, Navy
Army heave to
Furl Black and Grey and Gold
And hoist the Navy, hoist the Navy Blue!

Anchors Aweigh, my boys, Anchors Aweigh.
Farewell to college joys, we sail at break of day-ay-ay-ay.
Through our last night on shore, drink to the foam,
Until we meet once more:
Here's wishing you a happy voyage home.

In 1997 MCPON John Hagen, USN (Ret) revised the lyrics to "promote new respect for the Navy's official song."

Stand Navy out to sea,
Fight our battle cry;
We'll never change our course,
So vicious foe steer shy-y-y-y.
Roll out the TNT,
Anchors Aweigh.
Sail on to victory
And sink their bones to Davy Jones, hooray!

Anchors Aweigh, my boys,
Anchors Aweigh.
Farewell to foreign shores,
We sail at break of day-ay-ay-ay.
Through our last night ashore,
Drink to the foam,
Until we meet once more.
Here's wishing you a happy voyage home.

Blue of the mighty deep:
Gold of God's great sun.
Let these our colors be
Till all of time be done, done, done, done.
On seven seas we learn
Navy's stern call:
Faith, courage, service true,
With honor, over honor, over all.

ETERNAL FATHER, STRONG TO SAVE
THE NAVY HYMN

Lyrics by William Whiting of Winchester

Eternal Father, strong to save,
Whose arm hath bound the restless wave,
Who bidd'st the mighty ocean deep
Its own appointed limits keep,
O hear us when we cry to thee
For those in peril on the sea!

O Christ! Whose voice the waters heard
And hushed their raging at thy word,
Who walkedst on the foaming deep,
And calm amidst its rage didst sleep,
O hear us when we cry to thee,
For those in peril on the sea!

Most Holy Spirit! Who didst brood
Upon the chaos dark and rude,
And bid its angry tumult cease,
And give, for wild confusion, peace,
O hear us when we cry to thee
For those in peril on the sea!

Eternal Father, grant, we pray,
To all Marines, both night and day,
The courage, honor, strength, and skill
Their land to serve, thy law fulfill;
Be thou the shield forevermore
From every peril to the Corps.

Lord, guard and guide the ones who fly
Through the great spaces in the sky.
Be with them always in the air,
In darkening storms or sunlight fair.

FLAGS, PENNANTS AND CUSTOMS CHART

The flag and the national anthem are symbols of our nation. Honoring our national symbols is a duty for members of the Armed forces and all American citizens.

WHEN TO SALUTE				
	INDOORS		OUTDOORS	
	Civilian Attire	In Uniform	Civilian Attire	In Uniform
Flag During ceremony of hoisting or lowering flag, position of colors or when flag passes by in parade or review.	Stand at attention (3)	Stand at attention salute (1) (3)	Salute (2) (3) (4)	Salute (3) (4)
National Anthem When flag is NOT displayed, face toward music	Stand at attention (3)	Stand at attention salute (1) (3)	Stand at attention (3)	Salute (1)
National Anthem When flag is displayed, face the flag	Stand at attention (3)	Stand at attention (1) (3)	Salute (1) (2) (3)	Salute (1) (3)
Pledge of Allegiance While reciting the Pledge of Allegiance	Salute (2)	Salute	Salute (2) (3)	Salute (3)

(1) Salute is rendered at first note of music and held until last note.
(2) Proper form of salute when in civilian attire: MEN—Remove hats and hold at left shoulder with right hand over heart; without hats, place right hand, palm open, over heart. WOMEN—Place right hand, palm open, over heart.
(3) When in athletic clothing, face flag or music, remove hats or caps, and stand at attention. Hand salute is not rendered.
(4) Salute is rendered when flag is six paces from viewer and held until it has passed six paces beyond.
(5) Members of the Navy do not, as a rule, remain covered indoors. A ceremony or formation may require service members to remain covered throughout the proceeding or just for the purpose of rendering proper salutes and honors.

*NOTE: No salute is rendered indoors or outdoors during playing or singing of "America," or singing of the national anthem.

Foreign nationals should stand at attention.

CEREMONIES

Most traditions observed by the United States Navy today have their origins in early history. Many were borrowed in colonial times from the British Royal Navy. As years passed, early customs gradually became established traditions.

KEEL-LAYING

This ceremony is conducted by shipyard officials. The program includes suitable remarks by shipyard officials and invited dignitaries. Then the announcement is made: "The keel has been truly and fairly laid." A reception usually follows.

CHRISTENING OR LAUNCHING

This is the ceremony at which the ship is given her name and committed to the sea. The program is conducted by the shipbuilder. A ship has a sponsor, always a female, and it is she who breaks a bottle of champagne, symbolic of the water from the seven seas, across the bow and says, "I christen thee (name of ship)!" At that moment, the dock hands knock away the last supports, and the ship glides down the ways to her true home, the sea. The designation of United States Ship (USS) is not used with the name at this point because she has not yet been commissioned into naval service.

Society of Sponsors

The Society of Sponsors is made up of the women who have been given the honor of christening a ship. There are approximately 340 active members of this distinguished organization that began in 1907.

COMMISSIONING

Occurring after her sea trials, commissioning is the most important ceremony in the history of the ship. This is an occasion in which the very first crew members become "plankowners." The program includes remarks by distinguished guests and the reading of orders placing the ship in commission in the U.S. Navy. Upon commissioning, the ship is called USS (ship name) and flies her commissioning pennant.

Cell Phone Etiquette

Please turn cell phones off or to vibrate mode when attending a military social function or ceremony so as to not create an unwanted distraction.

DECOMMISSIONING

This ceremony marks the end of active service of a ship. Although it is generally a somber and less elaborate occasion, the illustrious history of the ship is highlighted to those invited guests present. Often the previous commanding officers of the ship are in attendance and may take part in the proceedings. The ship is retired when her commissioning pennant is hauled down and her crew departs for the last time.

CHANGE OF COMMAND

When a British officer received orders to command, he traveled to his new ship, boarded, called the crew together, read his orders and took command. Today's ceremony is basically the same. Before the assembled crew (and guests), the Commanding Officer (CO) and prospective CO read their orders so all will know that the chain of authority and responsibility has passed unbroken to the new commander.

It is a privilege to receive an invitation to these ceremonies, and you should accept if possible. Be on time. Plan to be seated 15 minutes prior to the scheduled start of the ceremony. You will be given a program and shown to a seat. The master of ceremonies, usually the Executive Officer (XO), conducting the ceremony will indicate when to sit and stand. A reception often follows the ceremony.

What to Wear to a Change of Command

A tailored dress or suit for ladies and a coat and tie for gentlemen is appropriate for the ceremony. Invited guests should dress for the weather if the ceremony is outside.

CHANGE OF OFFICE

A change of office ceremony is held to recognize the unique leadership position held by leaders who do not hold "command." These leaders include the command master chief, the Master Chief Petty Officer of the Navy (MCPON), members of the Chaplain Corps, Nurse Corps, and Judge Advocate General Corps, the Chief of Information (CHINFO) and others. It is a privilege to get an invitation to these special occasions and you should accept, if possible. Type of attire and punctuality are the same as for a change of command.

CHIEF PETTY OFFICER PINNING

The promotion from Petty Officer First Class (E6) to Chief Petty Officer (E7) marks a significant change in a Sailor's professional life. This promotion brings more than just an increase in pay and a change in uniforms; it also includes substantial increases in responsibility, authority, and prestige which is unique to the Navy.

The pinning ceremony is traditionally held on September 16th, unless otherwise directed by the Master Chief Petty Officer of the Navy (MCPON). This ceremony is a time-honored event where the commanding officer and command master chief

musters the crew to witness each new chief receive their anchors and cover. Please see FamilyLine's *Guidelines for the Spouses of Chief Petty Officers* for more information.

LDO AND CWO COMMISSIONING

Some officers who advance through the enlisted ranks are designated as Limited Duty Officers (LDO) or Chief Warrant Officers (CWO). This is a unique achievement, and the transition to the officer ranks is recognized in a special promotion ceremony.

RETIREMENT

A retirement ceremony is a special occasion marking the end of a service member's 20 years or more of active military duty and service to the United States. The program often includes remarks by distinguished guests, honors and gifts to the retiring service member, and the reading of retirement orders. A reception often follows the ceremony.

Twenty-One Gun Salute

In early times, it was customary for a ship entering a friendly port to discharge its cannon to demonstrate that they were unloaded. This tradition of discharging a ship's weapons has evolved to show honor rather than subservience or a state of readiness.

Today, the national salute of 21 guns is fired in honor of a national flag, the sovereign or chief of state of a foreign nation, a member of a reigning royal family, and the President, ex-President, and President-elect of the United States. It is also fired at noon of the day of the funeral of a President, ex-President, or President-elect, on Washington's Birthday, Presidents Day, the Fourth of July, and Memorial Day.

At military funerals, one often sees three volleys of shots fired in honor of the deceased veteran. This is often mistaken by the laymen as a 21-gun salute. The three volleys comes from an old battlefield custom. The two warring sides would cease hostilities to clear their dead from the battlefield, and the firing of three volleys meant that the dead had been properly cared for and the side was ready to resume the battle.

SOCIAL FUNCTIONS AND TRADITIONS

RECEPTIONS

A reception is a party given in honor of a special guest(s) or occasion. Generally, a reception is two hours. Arrive on time.

The Receiving Line

Many receptions begin with a receiving line. It will consist of the guest(s) of honor, the host and hostess, and an aide. The order of the persons in the receiving line may vary with the type of occasion and desires of the hosting official, but traditionally a woman is never the last person in the line.

When you arrive, tell the aide, who is first in line, your name. It is not necessary to shake hands with the aide. The service member usually proceeds through the line followed by his/her spouse.

As you go through the line, if no one is behind you, a moment of conversation is permissible. If it is necessary to keep moving, a short comment such as "I'm happy to meet you," or "It's nice to see you again," will be sufficient. You are then free to join the other guests. If there are many people waiting to go through the line, you may get some refreshments and wait until the line shortens.

Remember, dispose of any food, drink, or tobacco products before getting in line. Do not offer gifts in the receiving line as there is no place to put them. Also, photos should not be taken in the line unless the host has hired a professional photographer.

What to Wear to a Reception

The attire for a reception should be specified on the invitation. Attire can range from informal to formal depending upon the time of day and geographic location. If in doubt, call the office responsible for the reception. Refer to page 24 for "Attire Guidelines."

When the Reception is Over

When the reception is over, find your host and hostess and convey your thanks. If there are many people surrounding them and you must leave, it is acceptable to forego this. Make an effort to leave on time.

Even though it is generally not necessary to write a thank-you note for large official functions such as a reception, it is always a thoughtful and appreciated gesture.

WETTING-DOWN PARTIES

This is a party an individual gives when he/she receives a promotion or advancement.

The Origin of the Wetting-Down Party

The custom was to pour a drink over the new stripe, thus wetting it down and making it blend with the older, and presumably more tarnished, stripes. Since it was a celebration, the Sailor would also offer his shipmates a drink. Traditionally, the celebration was held on the first payday after the promotion or advancement or at the first liberty port. The invited guests consisted solely of shipmates.

Today's Custom

Tarnished braid was once considered the salty hallmark of a seagoing man. Today, the newly promoted or advanced individual almost always orders a completely new set of stripes for his/her uniform. Also, the celebration may be held at a later time, although timeliness is considered important. The guest list frequently includes spouses, dates, coworkers and other friends. The celebration can be held in someone's home, the club, or anywhere the individual(s) wishes to hold it. Often, several people celebrating new promotions or advancements join together as hosts.

ALL HANDS EVENTS

Once or twice a year, a social event may be planned called an All Hands Party. The event might be as casual as a picnic or cookout or as formal as a dinner with dancing. All Hands Parties include everyone in the unit or command and their guests. It is an opportune time to meet the spouses of the active duty members of the unit or command.

When attending a party, make every effort to introduce yourself to everyone. Junior people should seek out senior ones and introduce themselves. This may seem awkward at first, but the gesture will be greatly appreciated.

DINING-IN AND DINING-OUT

Dining-In

Periodically, Navy officers and chief petty officers of a unit, command, or several commands may conduct a Dining-In. This is a formal military dinner. The attendees wear their dress uniforms and observe a great deal of protocol, as outlined in OPNAVINST 1710.7 Series. A ritual of toasting and speeches are the main feature of the dinner which consists of elegant foods and wines. For all its formality, Dining-Ins are usually festive affairs. Only military personnel attend a Dining-In.

Dining-Out

Dining-Outs are a similar type of affair with formal attire required; however, at a Dining-Out, spouses and dates are included.

NAVY BIRTHDAY BALL

The traditional Navy Birthday Ball is usually a formal dinner dance held in October to commemorate the original birthday of the U.S. Navy, October 13, 1775. Traditionally, the oldest and the youngest service members in attendance are announced and asked to cut the birthday cake.

Many of the Navy Corps communities hold their own birthday balls as well, such as the Civil Engineer Corps' Seabee Ball, the Medical Corps' Oakleaf Ball, and the Supply Corps Birthday Ball. Some line communities will also hold Birthday Balls. One of the most festive ones held around the Navy is the Submarine Birthday Ball, also known as the Sub Ball.

HAIL AND FAREWELL

In service life, someone is always arriving or departing. Arrivals and departures are often acknowledged by a social event known as "Hail and Farewell." Hail and Farewell parties are an opportunity both to say good-bye to friends and shipmates and to provide a generous welcome to those arriving.

There may be an event for the departing spouse, a separate event for the departing service member, and/or a party for both. Try to attend these social events. They are an important and meaningful tradition where we have an opportunity to welcome (hail) new people and bid farewell to those departing.

Fair Winds and Following Seas

This phrase is thought to have originated as two quotes that evolved, by usage, into a single phrase which is often used as a nautical blessing. It is used in commissioning ceremonies, as well as in retirement or decommissioning ceremonies, to wish the ship, crew, or person a safe journey and good fortune.

INVITATIONS AND CORRESPONDENCE

INVITATIONS

Sending Out Invitations

When inviting guests to an event, you should include the date, time, location, and a map with directions. Be prepared to receive R.S.V.P.s immediately.

Responding to Invitations

When you receive an invitation, it is important to respond quickly. Although it is impolite to wait until the last minute to respond, failure to respond at all is unacceptable behavior. If you cannot talk to the hostess directly, you may leave a message on voice mail. If you are uncomfortable with telephoning your response, it is appropriate to answer with a simple written note. It is common to receive electronic invitations via email or other online invitation systems. Respond as directed in the invitation. Also, be sure that you understand the complete details of the invitation. If you have any questions, feel free to ask them when you respond.

To Remind

Because people have busy schedules, it is often important to get the date and time of a function confirmed so that the hosts can formalize the guest list. Telephone invitations followed by a "to remind" card are used for this purpose.

R.S.V.P.

An invitation will include date, time, and place of the event. It may also include appropriate dress and a request for a response. If an invitation reads R.S.V.P. (Respondez s'il vous plait) or "please respond," it is very important that you answer as soon as possible. If you are unsure if you will be able to attend, it is best to call the host or hostess and explain that you have extenuating circumstances that preclude you being able to make a firm decision (e.g., your spouse is on travel, and you cannot verify his or her schedule; or you have not yet been able to locate a baby-sitter). This allows your hostess to continue the plans for the function without wondering why she has not received your reply to her invitation. It is the option of the hostess to extend you extra time if she can, but it should not be expected on the part of the guest.

Regrets Only

Occasionally, you may receive an invitation that reads "regrets only." Respond immediately if you are unable to attend. The hostess will expect everyone who has not responded to attend and will plan accordingly.

Hostess/Host Gifts

When a dinner invitation is offered, a small gift is usually presented to the hostess/host unless the invitation states "no gifts." Examples of appropriate gifts include: flowers, candy, a bottle of wine, or some homemade baked goods (cookies, muffins, etc.), for the hosts to enjoy the next day.

Thank You Notes

After being someone's guest, a thank you note should be sent immediately. The host/hostess will feel his/her efforts were really appreciated by your prompt response.

CORRESPONDENCE

When writing letters, announcements, invitations, thank you notes, etc., to military personnel, it is important to use the correct form of address not only on the envelopes, but also in the note or invitation.

Invitations

There are several ways to write invitations. For example, a formal invitation to a reception is written as follows:

Captain and Mrs. Thomas Wilson Phillips
Request the pleasure of the company of
Commander and Mrs. Smith
at a reception...Etc.

An informal invitation to a dinner might read:

You are cordially invited
to attend
a backyard barbecue
at the home of CAPT and Mrs. John Smith
18 January 2014
1600...Etc.

Addressing Envelopes

- When corresponding with military personnel, an address should include the rate/rank, name, corps (if applicable), and branch of service. Example: *Lieutenant William Wilson, CHC, USN*
- When addressing correspondence to a couple, only the rate/rank is used. Example: *Lieutenant and Mrs. William Wilson*
- If the couple does not share the same last name, then address correspondence to the couple as "*Lieutenant William Wilson and Ms. Jane Doe*"
- If both spouses are military personnel, letters addressed to the couple should normally place the title and name of the spouse who is being invited in his or her official capacity first. Where both are invited in their official capacity, the senior spouse is listed first. Example:
  Commander Mary Jones, SC, USN
  Lieutenant Commander David Jones, CEC, USN
- If the wife is a service member, she is listed first and then her spouse beneath on military correspondence. Example:
  Commander Mary Johnson, MC, USN
  Dr. David Johnson, M.D.

- In civilian correspondence, the civilian spouse may be written first, but the female service member is still addressed by title on the line below. Example:
  Dr. David Johnson, M.D.
  Commander Mary Johnson, MC, USN

Thank You Notes

A thank you note is addressed to the hostess with the host mentioned in the body of the letter. Example:

Dear Mary,
Jim and I thank you and Tom (or Captain Phillips, if he is senior to the service member) for inviting us to your home for dinner...Etc.

Address the envelope to Mrs. Thomas W. Phillips. If the spouse uses her birth name, then address the envelope using Ms. and her first and last name.

Depending on your relationship with the hostess, you may choose to send a thank you note by email.

CALLS

The Custom of Calls Made and Returned

Some years ago, officers were expected to call on their commanding officer at home, and could expect to receive a return call in their homes. With the passing of the widespread practice of receiving callers at home at a specific time each week, this custom vanished.

The current custom is for the senior officer in a command to entertain the officers and their spouses at a party or reception. If you should receive such an invitation, by all means try to attend. Often this will provide an opportunity to greet not only newcomers to the command, but also to renew old acquaintances.

The reception may be held at the home of the commander or in another facility. The beginning and ending times of the reception will be indicated. The reception will last one to two hours. Do not remain beyond the ending time of the reception unless specifically asked to do so. When the party is over, thank your hosts for their hospitality.

Your spouse will be advised of the appropriate dress for the occasion either on the invitation or by the commander's staff. You can take your cue from his or her dress; or if in doubt, check with another spouse. Thank you notes are always welcome and a hostess gift may be appropriate.

INTRODUCTIONS AND FORMS OF ADDRESS

INTRODUCTIONS

Knowing how to introduce other people is a basic part of good manners. Generally, there are no hard and fast rules for introductions, except in military and diplomatic protocol. There are some tips and guidelines for introductions and introducing people in various situations. Starting on page 21, you will find reference charts for the correct forms of address for officer and enlisted personnel. It is important to be familiar and comfortable with the correct way to introduce and meet people; but remember, a warm, friendly smile is your greatest asset.

Introducing Members of the Military

When you introduce members of the military to someone, introduce them by rank or title. This is especially important when an enlisted person is being introduced to an officer because professionally they do not address each other by their first names. By giving titles, rates, and ranks you provide the necessary information to both parties.

There are, however, a few exceptions. Chaplain is a proper form of address for military clergy regardless of rank. Military doctors and dentists are addressed as *Dr.* through the rank of commander and then should be addressed by rank.

Don't worry, sometimes it can be difficult when addressing or introducing military personnel. Your intention to do the right thing will be more than sufficient to make up for any slips you might make through inexperience.

Captain: The Rank or the Commanding Officer?

Navy and Coast Guard ranks and rates are different from those of other services. One form of address that you may find confusing is when Navy and Coast Guard members call the commanding officer of a ship "Captain" regardless of the actual rank of that officer. In other words, a commanding officer might be a Lieutenant, but the crew may still address him/her as "Captain."

Introducing Military Spouses

When meeting other military spouses, you should do what comes naturally. A little sensitivity and tact will tell you when it will be comfortable and appropriate to be on a first name basis. However, when first introduced to a spouse more senior than yourself, it is best first to address him or her by *Mr.* or *Mrs.* If the spouse asks you to be on a first name basis, then feel free to do so.

In the past, there was a direct connection between a woman's social title and her marital status. Many women still follow that tradition, but others prefer to use *Ms.* whether they are married or not. It is more common today for a married woman not to take her husband's last name, but rather to continue to use her birth name in both business and social situations. In this case, *Ms.* would be the preferred form of address. Remember that the most important thing is to be pleasant and courteous.

Introducing Individuals to Groups

- An individual is always introduced to a group.
- A gentleman always stands when being introduced and remains standing until the lady is seated or indicates the man should be seated.

Other Practical Tips and Suggestions

When making introductions, the following list of guidelines generally applies in both military and civilian situations:

- A woman who is being introduced to a group extends her hand and greets each person. If the group is large, only those nearest the newcomer should rise and say "Hello" or "Good morning/afternoon/evening."
- A firm handshake should accompany a greeting.
- When two women are introduced, the more senior woman should extend her hand first.
- A junior person is always introduced to a more senior person: "Mrs. Senior, may I present Mrs. Junior" or "Mrs. Senior, this is Mrs. Junior."
- If in doubt about the need to introduce someone you know to someone standing near you, introduce them. If you are worried about who to introduce to whom, just use common sense.
- It is always proper to include the rate or rank of a military person whom you are presenting: "Mrs. Smith, may I present Chief Petty Officer Downs" or "Lieutenant Smith, may I present Mr. Brown."
- When greeting persons you have met in the past but whom you do not see often, reintroduce yourself as you greet them. This puts people at ease in case they do not remember your name. Also, by stating your name, they will be cued to say their name, too, in case you have forgotten as well.
- As a final suggestion, it is helpful if you include in your introduction a brief comment about the person you are introducing. It helps put people at ease and can help new people find common ground.

PROPER FORMS OF ADDRESS FOR U.S. NAVY OFFICER PERSONNEL

PROPER FORMS OF ADDRESS FOR U.S. NAVY OFFICER PERSONNEL

Position	Official Envelope	Social Envelope	Invitation	Place Card	Salutation	Close	Introduction	Conversation
Admiral	Admiral James D. Lee, U.S. Navy Position/Title	Admiral and Mrs. James D. Lee	Admiral and Mrs. Lee	Admiral Lee Mrs. Lee	Dear Admiral Lee,	The closing for all is "Sincerely Yours,"	Admiral Lee	Admiral Lee
Vice Admiral	Vice Admiral James D. Lee, U.S. Navy Position/Title	Vice Admiral and Mrs. James D. Lee	Vice Admiral and Mrs. Lee	Vice Admiral Lee Mrs. Lee	Dear Admiral Lee,		Vice Admiral Lee	Admiral Lee
Rear Admiral	Rear Admiral Mary Lee, U.S. Navy Position/Title	Rear Admiral Mary Lee and Dr. John Kay	Rear Admiral Lee and Dr. Kay	Rear Admiral Lee Dr. Kay	Dear Admiral Lee,		Rear Admiral Lee	Admiral Lee
Captain	Captain Mary Lee, U.S. Navy	Captain Mary Lee and Mr. John Lee	Captain Lee and Mr. Lee	Captain Lee Mr. Lee	Dear Captain Lee,		Captain Lee	Captain Lee
Commander	Commander James D. Lee, U.S. Navy	Commander and Mrs. James D. Lee	Commander and Mrs. Lee	Commander Lee Mrs. Lee	Dear Commander Lee,		Commander Lee	Commander Lee
Lieutenant Commander	Lieutenant Commander James D. Lee, U.S. Navy	Lieutenant Commander and Mrs. James D. Lee	Lieutenant Commander and Mrs. Lee	Lieutenant Commander Lee Mrs. Lee	Dear Commander Lee,		Lieutenant Commander Lee	Commander Lee
Lieutenant	Lieutenant Mary Lee, U.S. Navy	Lieutenant Mary Lee and Mr. John Lee	Lieutenant Lee and Mr. Lee	Lieutenant Lee Mr. Lee	Dear Lieutenant Lee,		Lieutenant Lee	Lieutenant Lee
Lieutenant junior grade	Lieutenant, junior grade Mary Lee, U.S. Navy	Lieutenant junior grade Mary Lee	Lieutenant, junior grade Lee	Lieutenant, junior grade Lee*	Dear Lieutenant Lee,		Lieutenant, junior grade Lee	Lieutenant Lee
Ensign	Ensign James D. Lee, U.S. Navy	Ensign James D. Lee	Ensign Lee	Ensign Lee*	Dear Ensign Lee,		Ensign Lee	Ensign Lee
Chief Warrant Officer	Chief Warrant Officer James D. Lee, U.S. Navy	Chief Warrant Officer and Mrs. James D. Lee	Chief Warrant Officer and Mrs. Lee	Chief Warrant Officer Lee Mrs. Lee	Dear Chief Warrant Officer Lee,		Chief Warrant Officer Lee	Mr. Lee or Chief Warrant Officer Lee

** Guest of the service member: Mr. or Ms. Last Name*

PROPER FORMS OF ADDRESS FOR U.S. NAVY ENLISTED PERSONNEL

Position	Official Envelope	Social Envelope	Invitation	Place Card	Salutation	Close	Introduction	Conversation
Master Chief Petty Officer of the Navy	Master Chief Petty Officer Karl Lee Master Chief Petty Officer of the Navy, U.S. Navy	Master Chief Petty Officer of the Navy and Mrs. Karl Lee	Master Chief Petty Officer of the Navy and Mrs. Lee	Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,	The closing for all is "Sincerely Yours,"	Master Chief Petty Officer of the Navy Lee	Master Chief Lee
Command Master Chief	Command Master Chief Petty Officer Karl Lee, U.S. Navy	Command Master Chief Petty Officer and Mrs. Karl Lee	Command Master Chief Petty Officer and Mrs. Lee	Command Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,		Command Master Chief Petty Officer Lee	Master Chief Lee
Fleet Master Chief, Force Master Chief, or Master Chief Petty Officer	Master Chief Petty Officer Gail Lee, U.S. Navy	Master Chief Petty Officer Gail Lee and Mr. Jack Lee	Master Chief Petty Officer and Mrs. Lee	Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,		Master Chief Petty Officer Lee	Master Chief Lee
Senior Chief Petty Officer	Senior Chief Petty Officer Karl Lee, U.S. Navy	Senior Chief Petty Officer and Mrs. Karl Lee	Senior Chief Petty Officer and Mrs. Lee	Senior Chief Petty Officer Lee Mrs. Lee	Dear Senior Chief Lee,		Senior Chief Petty Officer Lee	Senior Chief Lee
Chief Petty Officer	Chief Petty Officer Karl Lee, U.S. Navy	Chief Petty Officer and Mrs. Karl Lee	Chief Petty Officer and Mrs. Lee	Chief Petty Officer Lee Mrs. Lee	Dear Chief Lee,		Chief Petty Officer Lee	Chief Lee
Petty Officer First Class, Second Class, or Third Class	Petty Officer First Class Gail Lee, U.S. Navy	Petty Officer First Class Gail Lee	Petty Officer First Class Lee	Petty Officer First Class Lee*	Dear Petty Officer Lee,		Petty Officer First Class Lee	Petty Officer Lee
Seaman, Seaman Apprentice, or Seaman Recruit	Seaman Recruit Karl Lee, U.S. Navy	Seaman Recruit Karl Lee	Seaman Recruit Lee	Seaman Recruit Lee*	Dear Seaman Lee,		Seaman Recruit Lee	Seaman Lee

** Guest of the service member: Mr. or Ms. Last Name*

PROPER FORMS OF ADDRESS FOR U.S. NAVY ENLISTED PERSONNEL

ENTERTAINING

GENERAL GUIDELINES

Entertaining in the Navy is the same as in civilian life. You are free to do as you choose. Your desire to entertain should be purely social and for the pleasure of making friends and enjoying their company.

Entertaining can be informal and simple, such as potlucks and casserole dinners, or formal and elaborate, such as cocktail parties and several course dinners. The important thing is to get together and to make people feel welcome in your home. By entertaining, you will find that you grow and become as close to your service friends as you are to your own family.

Tips for Entertaining

- If the entertaining is too complicated, then it's no fun for you and no one feels comfortable.
- Organization is a key to success—using detailed lists helps a lot.
- The internet is a wonderful resource with hosts of information on the subject.
- Limit your entertaining to what you can afford. This includes time and energy as well as money.
- Use the things that appeal to you and your life-style. Whether you use china, pottery, or paper products is not important.
- The more entertaining you do, the easier it becomes. A great way to try something new is to experiment with friends and family.

Entertaining Senior Personnel

Couples often wonder if they should entertain senior personnel and their spouses. The answer is yes; however, they certainly neither need nor want to be lavishly entertained. They enjoy the company of younger people and will appreciate your having been thoughtful enough to include them.

Club/Restaurant Social Affairs

Some social affairs involve such large numbers of people that they must be held at a club or restaurant. Each guest is asked to indicate acceptance and to pay his/her own way. It is necessary that you financially honor your reservation. Those in charge of making the arrangements with the club or restaurant will have obligated themselves to the management for a certain number of people and will have to pay for the "no shows." If something happens at the last minute to prevent you from attending an affair for which you made a reservation, contact the person in charge. Explain that you will not be able to attend and, if you have not already paid, indicate that you will settle the money situation as soon as possible.

ATTIRE GUIDELINES

Frequently, you will receive invitations to various social events, military and civilian. Accept, if at all possible, as this will give you an opportunity to meet new and interesting people. The attire for these invitations is usually specified and can range from informal to formal depending upon the time of day and geographic location.

Very Formal Occasions

Occasionally, a very formal evening event, after 6:00 p.m., will require full dress evening wear specified as "White Tie." This is very seldom worn except by flag officers or those in the diplomatic corps. When required, white tie is worn to evening dances, weddings, dinners, receptions, and on state occasions.

Military: Formal dress uniform.

Civilian: Gentlemen wear a tail coat with matching trousers, a white waistcoat, wing collared shirt and white bow tie. Ladies wear very formal evening gowns.

Daytime Formal Occasions

For a formal daytime function such as a wedding, the following applies:

Military: Seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen wear cutaways. Ladies wear dresses or suits appropriate to the occasion as styles dictate.

Evening Formal Occasions

The attire specified for a formal evening function is "Black Tie." This may be worn to formal events after 6:00 p.m. such as dinners, receptions, dances, or weddings.

Military: Seasonally appropriate Dinner Dress Jacket Uniform.

Civilian: Gentlemen wear dinner jackets or tuxedos. Ladies wear formal evening gowns.

Ceremonial Occasions

For occasions of state, ceremonies, and solemnities, parades and reviews, military personnel participating wear the specified ceremonial uniform.

Military guests: Seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen generally wear dark business suits. Ladies wear dresses or business suits appropriate to the occasion, as styles dictate.

Informal Occasions

Business and informal occasions in the afternoon such as luncheons, receptions, or dinners will call for "Informal Attire" or "Civilian Informal."

Military: Seasonally appropriate Service Uniform.

Civilian: Gentlemen wear dark business suits. Ladies wear afternoon dresses or business suits; or for evening events, dressy dresses, business suits, or long skirts appropriate to the occasion, as current styles dictate.

Casual Occasions

Nowadays, casual functions may include dinner parties, picnics, barbecues, sporting events, etc.

For gentlemen, "casual attire" may range from an open collar shirt or sweater to a sports coat. For ladies, attire may range from slacks or dressy walking shorts to casual skirts. (Shorts and jeans are inappropriate unless specifically indicated by the host/hostess.)

Note: In many areas of the country, dress requirements can vary for the "casual" social occasions. For example, in one part of the country, "casual" may mean shorts and sandals, and in another area it may mean dressy slacks or skirts. When in doubt, inquire as to the local custom or ask your host/hostess.

Aloha Attire

When you live on an island, you may receive an invitation that calls for "aloha attire." There are several types of aloha attire, including aloha casual, aloha formal, and aloha crisp.

Aloha attire for men usually means casual wear, such as a button-down shirt, polo, or aloha shirt with shorts and shoes. Appropriate attire for women would be a dress, mu'u mu'u (aloha print dress), or blouse with skirt or pants and sandals.

"Aloha formal" is roughly the equivalent to military casual. For men, this usually means khakis and a button-down collared shirt. Dress sandals may be appropriate depending on the event. If the invitation calls for "aloha crisp," dress is similar to "aloha formal," but with a shirt tucked in, belt, and closed-toed shoes.

When in doubt, call your host or someone who has been to a similar function to ask what is appropriate to wear.

Retired Military Personnel

Retired military personnel, not on active duty, may wear the prescribed military uniform to military functions as considered appropriate. Such occasions may include commissioning ceremonies, military weddings, or receptions in which military guests are expected to be in uniform.

NAVY TERMS AND ACRONYMS

NAVY TERMS

ABOARD – on or in a ship. Close aboard; near a ship.

ADVANCE PAY – an advance on your base pay for a move. This must be repaid.

AFT – toward the stern; opposite of forward.

AIRDALE – slang, a naval aviator.

ALLOTMENT – assignment of part of military pay directly to a person or bank.

ALONGSIDE – beside a pier, wharf or ship.

ANCHOR – the hook used at the end of a chain and dropped to the sea bottom to hold a ship in one particular place. The smallest Navy anchors can be lifted by one person; anchors used by an aircraft carrier can each weigh up to 30 tons.

ANCHORAGE – suitable place for ship to anchor. A designated area of a port or harbor.

ANCHOR'S AWEIGH – said of the anchor when just clear of the bottom.

AYE-AYE – term used to acknowledge receipt of a command or order from senior. It means "I have heard the order; I understand it; I will carry it out."

BARNACLE – small marine animal that attaches itself to hulls and pilings.

BELAY – to cancel an order; stop; firmly secure a line.

BERTH – space assigned ship for anchoring or mooring.

BERTHING – where Sailors sleep onboard ship.

BILLET – an allotted sleeping space; an individual's position in the ship's organization.

BLACK SHOE – an officer who is not an aviator; the latter is a brown shoe. Usually only used by Surface Warfare Officers.

BLUEJACKET – Navy enlisted member below the grade of CPO.

BOATSWAIN – pronounced "bosun," refers to the mate, warrant officer or petty officer in charge of boats, rigging and ground tackle aboard ship.

BOW – most forward part of a ship.

BRAVO ZULU (BZ!) – Good job!

BRIDGE – platform or area from which ship is steered, navigated and conned; usually located in forward part of ship.

BRIG – Sailor's universal term for jail.

BROW – large gangplank leading from a ship to a pier, wharf or float; usually equipped with handrails.

BULKHEAD – one of the upright, crosswise partitions dividing a ship into compartments.

CAPTAIN – rank, or commanding officer of a ship or squadron.

CARRY ON – to proceed with any duty.

CATAPULT – shipboard mechanism for launching aircraft.

CHAIN OF COMMAND – the military's management concept.

CHAPLAIN – the military men and women of the cloth who nurture the spiritual well-being of service members.

CLASSIFIED MATTER – information or material of aid to possible enemy, if improperly divulged. There are currently three categories: Top Secret, Secret and Confidential.

COMMISSARY – grocery store on base where service members and families can purchase food, beverages, etc., at prices usually lower than in civilian stores.

COMMISSION – to activate a ship or station; written order giving an officer rank and authority.

COMMISSIONING CEREMONIES – ceremonies during which a new ship is placed in service. It is customary to invite friends of officers and others interested to attend the ceremony, along with the sponsor who christened the ship.

COMMODORE – the title of an officer commanding a squadron or flotilla of submarines, destroyers or smaller ships.

COMPARTMENT – space enclosed by bulkheads, deck and overhead, same as a room in a building.

CONUS – the Continental United States. (48 states and the District of Columbia.) Flying in CONUS determines certain limitations to space-available travel on military aircraft.

COURSE – direction steered by a ship or plane.

COURT-MARTIAL – military court for trial of serious offenses. There are three types: summary, special and general courts-martial.

CROW – slang, eagle on petty officer's rating badge.

CRUISE – to sail with no definite destination. More commonly used to describe round trip.

DECK – a floor or platform extending from end to end of a ship.

DETAILER – the person responsible for deciding your Sailor's next duty station.

DEPLOY – tactical term used for dispersal of troops; also disposition of ships in battle formations.

DIVISION – in the organization of ship or plane groups, the unit between sections and squadrons; in shipboard organization, Sailors and officers grouped together for command purposes.

DSN – Defense Switched Network; Department of Defense internal telephone system (formerly Autovon).

EMBARK – to go aboard ship preparatory to sailing.

ENLISTED EVALUATION – written report of enlisted service member's performance of duty, informally referred to as an EVAL.

ENSIGN – lowest ranking commissioned officer.

EXCHANGE – department store run by the military.

EXECUTIVE OFFICER (XO) – regardless of rank, the officer second in command of a ship, squadron or shore activity. In early days, such an officer was the first lieutenant.

FAIR WINDS AND FOLLOWING SEAS – A salutation meant to wish good fortune.

FANTAIL – the after end of the main deck.

FATHOM – in measuring depth of water, six feet. From Anglo-Saxon faehom. Originally distance spanned by man's outstretched arms.

FITNESS REPORT – written report of an officer's performance of duty, including chief petty officers, informally referred to as a FITREP.

FLAG AT HALF-MAST – this tradition began in times of mourning in old sailing days to indicate that grief was so great it was impossible to keep things shipshape. Half masting of colors is the survival of days when slack appearance characterized mourning on shipboard.

FLAG OFFICER – Rear Admiral, Lower Half; Rear Admiral, Upper Half; Vice Admiral; Admiral, and Fleet Admiral are flag officers.

FLANK SPEED – certain prescribed speed increase over standard speed; faster than full speed; as fast as a ship can go.

FLEET – from Anglo-Saxon fleet. Organization of ships and aircraft under one commander.

FLIGHT DECK – deck of ship on which planes land, takeoff.

FORECASTLE – pronounced "focsul." In the days of Columbus, ships were fitted with castle-like structures fore and aft. The structures have disappeared, but the term forecastle remains; refers to upper deck in forward part of ship. Abbreviated fo'c'sle.

FORWARD – toward bow; opposite of aft.

FROGMAN – slang, member of underwater demolition team or SEALs.

GALLEY – the kitchen of the ship.

GANGPLANK – see Brow.

GANGWAY – opening in bulwarks or rail of ship to give entrance; order to stand aside and get out of the way.

GEEDUNK – slang, ice cream soda, malted milk, anything from soda fountain or Geedunk stand.

GENERAL QUARTERS – battle stations for all hands.

GOUGE – the real story behind rumors and stories which may or may not be accurate.

GRUNT – slang, a Marine.

GTMO – abbreviation for U.S. Naval Base, Guantanamo Bay, Cuba.

GUNG-HO – slang, eager and aggressive beyond normal requirements.

HASH MARK – slang, service stripe worn on uniform of enlisted personnel.

HEAD – place in ship or on shore station that might otherwise be called a rest room, washroom or toilet.

HOLIDAY ROUTINE – followed aboard ship on authorized holidays and Sundays.

HONORS – ceremonies conducted in honor of a visiting dignitary, usually involving sideboys and, occasionally, a band and honor guard.

KNEE-KNOCKERS – A passageway opening through a bulkhead. The lower lip of the opening sits at shin height.

KNOCK OFF – cease what is being done; stop work.

KNOT – measure speed for ships and aircraft, as "the destroyer was making 30 knots," or "the top speed of the plane is 400 knots."

LADDER – in a ship, corresponds to stairs in a building.

LEATHERNECK – term probably applied to U.S. Marines by Sailors because of the leather-lined collar once part of Marine Corps uniforms. The collar, about the same height as that of the present uniform collar, was designed to give a greater military appearance to the uniform; when damp with perspiration, it was highly uncomfortable and caused throat trouble. Abolished by Marine Corps in about 1875.

LINE OFFICER – officer who may succeed to operational command as opposed to staff corps officer who normally exercises authority only in a specialty (e.g., hospitals, supply centers, etc.).

LOOKOUT – seaman assigned to watch and report any objects of interest; lookouts are "the eyes of the ship."

MAST – captain's mast, or merely mast, derived from the fact that in early sailing days, the usual setting for this type of naval justice was on the weather deck near ship's mainmast. Currently, it means a type of hearing with commanding officer presiding, in which any punishment administered is non-judicial in nature and is an alternative to court martial.

MESS – meal; a place or group of officers and crew who eat together as in "crew is at mess," "meeting was held in CPO mess," or "she was the guest of wardroom mess." Mess comes from Latin mensa, or table.

MID-WATCH – Watch from 0001-0400 or 0001-0600 based upon the ship's schedule, usually results in no sleep before or after this watch.

MILITARY CLAUSE – protects you from paying the rest of a rental home's lease, if you are asked to move due to military orders.

MUSTER – to assemble crew; roll call.

OLD MAN – seaman's term for captain of a ship.

PASSAGEWAY – corridor or hallway on ship.

PLAN OF THE DAY – schedule of day's routine and events approved by Executive Officer (XO); published daily aboard ship or at shore activity.

PORT – left side of ship looking forward.

QUARTERDECK – part of main (or other) deck reserved for honors and ceremonies and the station of the officer of the deck (OOD) in port.

QUARTERS – living spaces assigned to personnel aboard ship; government-owned housing assigned to personnel at shore stations; assembly of personnel for drill, inspection or meeting.

RANK – grade or official standing of commissioned and warrant officers.

RATE – grade or official standing of enlisted personnel; identifies pay grade or level of advancement; within each rating a rate reflects levels of aptitude, training, experience, knowledge, skill and responsibility.

RATING – job classification with the Navy, such as electronics technician.

SCUTTLEBUTT – a drinking fountain in Navy is called scuttlebutt. A scuttlebutt in old days was a cask that had openings in the side, fitted with a spigot; also rumor, from the fact that Sailors used to congregate at the scuttlebutt or cask of water to gossip or report on day's activities – sometimes true, sometimes not.

SEA BAG – large canvas bag for stowing gear and clothing.

SEA DUTY (or SEA TOUR) – assignment to ship whose primary mission is accomplished while underway/deployed.

SHAKEDOWN CRUISE – cruise of newly commissioned ship to test machinery and equipment and train crew as a working unit.

SHIPMATE – anyone who is attached to the same command as a Sailor—ship or not.

SHORT TIMER – one whose enlistment or tour of duty is almost completed.

SICK BAY – ship's hospital or dispensary.

SIDEBOYS – impeccably-uniformed Sailors who participate in honors ceremonies on the quarterdeck.

SKIPPER – from Dutch schipper, meaning captain.

SPOUSE – wife or husband.

STARBOARD – right side of ship looking forward.

STERN – after part of ship.

STOW – to put gear in its proper place.

SWAB – rope or yarn mop; also an unflattering term for a Sailor.

TOPSIDE – from Pidgin English, meaning upper level, or above decks.

TURN TO – an order to begin work.

WARDROOM – a compartment aboard ship near officers' stateroom used as officers' mess room.

WATCH – watch standing concerns the positioning of qualified personnel, in various time increments, to operate a ship or other naval asset continuously around the clock.

ACRONYMS AND ABBREVIATIONS

ADAPT — Active Duty Assistance Program Team
AOC — Aviation Officer Candidate
APO — Army and Air Force Post Office
ASAP — As soon as possible
AT — Annual Training
AWOL — Absent without leave
BAH — Basic Allowance for Housing
BAS — Basic Allowance for Subsistence
BEQ — Bachelor Enlisted Quarters
BUMED — Bureau of Medicine and Surgery
BUPERS — Bureau of Naval Personnel
CACP — Casualty Assistance Calls Program
CACO — Casualty Assistance Calls Officer
CHINFO — Chief of Information
CMDCM — Command Master Chief
CNIC — Commander, Navy Installations Command
CNO — Chief of Naval Operations
CNP — Chief of Naval Personnel
CO — Commanding Officer
COB — Chief of the Boat
COLA — Cost of Living Allowance
COMRATS — Commuted Rations
CONUS — Continental United States
CPO — Chief Petty Officer
DEERS — Defense Eligibility Enrollment Reporting System
DOD — Department of Defense
DoDDS — Department of Defense Dependents Schools
DoDEA — Department of Defense Education Activity
EAOS — End of Active Obligated Service
EFMP — Exceptional Family Member Program
ESGR — Employer Support of the Guard and Reserve
ETA — Estimated time of arrival
ETD — Estimated time of departure
FPO — Fleet Post Office
FITREP — Fitness Report
FMF — Fleet Marine Force
FRO — Family Readiness Officer
FFSC — Fleet and Family Support Center
FTS — Full-Time Support
HQMC — Headquarters, Marine Corps
IDT — Initial Active Duty Training
IRR — Individual Ready Reserve
JAG — Judge Advocate General (lawyer)
JCS — Joint Chiefs of Staff

JFSAP — Joint Family Support Assistance Program
JNROTC — Junior Naval Reserve Officer Training Corps
KVN — Key Volunteer Network
LDO — Limited Duty Officer
MCAS — Marine Corps Air Station
MCPON — Master Chief Petty Officer of the Navy
MEB — Marine Expeditionary Brigade
MEF — Marine Expeditionary Force
MEU — Marine Expeditionary Unit
MOS — Military Occupational Specialty
MWR — Morale, Welfare, and Recreation
NAS — Naval Air Station
NAVFAC — Naval Facility
NAVSTA — Naval Station
NCO — Noncommissioned Officer
NEX — Navy Exchange
NFAAS — Navy Family Accountability and Assessment System
NLSO — Naval Legal Service Office
NMC — Naval Medical Command
NROTC — Naval Reserve Officer Training Corps
OCS — Officer Candidate School
OMBUDSMAN — Official liaison between a command and its families
OOD — Officer of the Deck
OPNAV — Office of Chief of Naval Operations
OSD — Office of the Secretary of Defense
OCONUS — Outside Continental United States
PAO — Public Affairs Officer
PCO — Prospective Commanding Officer
PCS — Permanent Change of Station
POC — Point of Contact
POD — Plan of the Day
POE — Port of Embarkation
POW — Plan of the Week
PSD — Personnel Support Detachment
PXO — Prospective Executive Officer
RC — Reserve Components
RPA — Reserve Program Administrators
SADT — Special Active Duty for Training
SATO — Scheduled Airlines Ticket Office
SBP — Survivors Benefit Plan
SEA — Senior Enlisted Advisor
SECDEF — Secretary of Defense
SECNAV — Secretary of the Navy
SGLI — Servicemen's Group Life Insurance
SITREP — Situation Report
SMCR — Selected Marine Corps Reserve

SOPA — Senior Officer Present Afloat
TAD — Temporary Additional Duty
TAMP — Transition Assistance Management Program
TAR — Training and Administration of Reserves
TBD — To be determined
TLA — Temporary Lodging Allowance
TO — Transportation Office
TRICARE — Health Care Program for the Uniformed Services
UA — Unauthorized Absence
UCMJ — Uniformed Code of Military Justice
VA — Department of Veterans' Affairs
WO — Warrant Officer
XO — Executive Officer

NAVAL SERVICES FAMILYLINE

Naval Services FamilyLine is a non-profit organization of Navy family volunteers whose mission is to empower sea service families to meet the challenges of a military lifestyle with information, resources, and mentoring. FamilyLine provides the following courses, workshops, and publications free-of-charge to Navy commands and families.

COURSES AND WORKSHOPS

COMPASS

COMPASS is a team mentoring program developed by spouses, for spouses. It is held several times a year in locations worldwide. This unique course will help spouses understand and meet the challenges of the Navy lifestyle. Joining the Navy can sometimes seem like traveling to a foreign land with its own language, customs, traditions, and even healthcare system! It can be a shock to many spouses and families. This twelve-hour program (taught in three four-hour sessions) will provide spouses with a realistic understanding of what they can expect from being a Navy family.

Command Spouse Leadership Course

This spouse-led course held in Newport, Rhode Island, was designed to capitalize on the positive impact spouses have on commanding officers. This one-week course includes lessons in situational leadership, values, ethics, conflict resolution, stress, and crisis management. In addition to in-depth discussions of the Ombudsman Program and the Command Support Team, attendees will also have an opportunity to learn from the real-life experiences of former commanding officers and spouses.

Command Master Chief Spouse Leadership Course

This one-week course is designed exclusively for spouses of senior enlisted personnel. Modeled after the Command Spouse Leadership Course, this course provides lessons in situational leadership, values, ethics, conflict resolution, stress, and crisis management. It also touches on aspects of naval heritage, customs, and traditions. Attendees will learn about their role in the Command Support Team, the responsibilities of being a Command Master Chief, and how it will impact their lifestyle.

Continuum of Resources and Education (CORE)

CORE is a network of seminars, workshops, classes, and people dedicated to empowering the Navy spouse, educating the Navy family, and promoting the Navy lifestyle. CORE is flexible in its use of resources, topics, and styles of presentation adapting to a variety of locations and community populations.

PUBLICATIONS

Sea Legs: A Handbook for Navy Life and Service

Sea Legs contains useful information on matters such as family support services, benefits and privileges, healthcare, social customs and protocol, changing duty stations, and deployments. The Navy's history, its mission and structure, a naval terms glossary, and a very useful list of resources are also included.

Social Customs and Traditions of the Sea Services

This book acquaints spouses with the social customs, traditions, and organizations that are part of the sea service communities. It also addresses sea service etiquette, entertaining, ceremonies, and attire guidelines.

Are You Ready? Guidelines for Navy Family Emergency Preparedness

This handbook includes valuable information on creating a Family Emergency Plan, completing Emergency Contact Cards, and compiling a Basic Emergency Supply Kit. Additionally, there is detailed information regarding what to do before, during, and after various types of emergency situations.

Guidelines for the Spouses of Commanding Officers and Executive Officers

This book is an invaluable aid in defining the spouse's role as a member of the Command Support Team. It was written by Navy spouses who have experienced the command tour. This guide is also an excellent supplement to materials provided at the Command Spouse Leadership Course.

Guidelines for the Spouses of Command Master Chiefs and Chiefs of the Boat

This book helps to define the important role of the CMC/COB Spouse as a member of the Command Support Team. It also includes information regarding deployments, support resources, and emergency guidelines.

Guidelines for the Spouses of Chief Petty Officers

This book is an excellent source of information for spouses of new chief petty officers as they navigate their way through the CPO training season. It offers answers to many common questions and provides guidance on the training season and beyond.

Guidelines for Navy Reserve Families

This guide is designed to provide Reserve members and their families with information that will assist them in preparing for their military lives. It includes helpful material written by personnel from the Fleet and Family Support Program, Navy Reserve Forces Command, and experienced Reserve spouses.

Naval Services FamilyLine Portfolio

This free portfolio contains an assortment of materials that can be useful for new spouses, Welcome Aboard packages, pre-deployment briefings, CORE workshops, and spouse seminars. It includes Sea Legs, Social Customs and Traditions of the Sea Services, Guidelines for Navy Family Emergency Preparedness, and various brochures about Military OneSource, National Military Family Association, Navy-Marine Corps Relief Society, TRICARE, COMPASS, Military Spouse Employment, and more.

More information about Naval Services FamilyLine's courses, workshops, and publications can be found at www.nsfamilyline.org.

Naval Services FamilyLine's Mission Statement

Our mission is to empower sea service families to meet the challenges of a military lifestyle with information, resources, and mentoring.

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Social Customs and Traditions of the Sea Services was written to introduce spouses to the customs and protocol unique to the sea services.

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Disclaimer

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